

Department Of Commerce
Safety and Buildings Division
Weatherization Unit
201 West Washington
PO Box 7302
Madison, WI 53707-7302
(608) 267-2240
www.commerce.state.wi.us

HOW TO TRANSFER THE RESPONSIBILITY OF A STIPULATION DURING THE FIRST 12 MONTHS

1. Obtain a copy of the original Stipulation Agreement (SBD-7115)---Using the bottom of that copy, "TRANSFER OF STIPULATION"
 - print the NEW buyers name; address; city; state; zip code; telephone number
 - and have the NEW buyer sign and date (in this area). By doing this the NEW buyer is accepting responsibility to comply with the Stipulation by the original expiration date. NOTE: They are not given a year, they are only given the REMAINING time left of the initial year. All work must be completed and the certificate issued within 12 months of the original date of the stipulation or the owner is subject to a fine according the State Statute 101.122 (7)(d).

2. A copy of the completed TRANSFER OF STIPULATION must be forwarded to:

Department of Commerce
Safety & Buildings Division
P O Box 7302
Madison, WI 53702

At this point , the NEW buyer should do the following"

3. Hire a State-Certified Rental Weatherization Inspector to inspect the property and determine what requirements are needed to meet the State code. Inspectors are listed under "Building Inspection" in the yellow pages of telephone books. If you cannot locate an inspector, write or call the Weatherization Unit for a list. (Comparative shopping is recommended when contracting for inspection services since fees are based on the private inspector's costs and market competition. However, the maximum fee for inspection and certification of a residential rental property is set by code. This fee includes an initial inspection, the Field Inspection Report, a final inspection for compliance, and the issuing of the certificate. The maximums are:
 - a. 1 or 2 rental units.....\$200.00
 - b. 3 to 8 rental units.....\$200.00 plus \$50.00 for each additional rental unit over 2
 - c. Over 8 rental units.....\$500.00 plus \$25.00 for each additional rental unit over 8
4. The inspector will leave a copy of a Field Inspection Report with you and will discuss the requirements with you. If weatherization requirements have been identified by inspection, then you should either hire a contractor or perform the work yourself to bring the building into code compliance. After completion of the work, you contact the inspector and request a final inspection. The inspector will reinspect the property, then issue a Certificate of Compliance if all requirements are satisfied.
5. The owner will receive an original Certificate of Compliance **which should be recorded at the County Register of Deeds.** The inspector will send a copy of the certificate to Safety and Buildings Division. When Safety and Buildings receive the certificate, the stipulation will be satisfied.